



# LAIKIPIA NORTH TECHNICAL AND VOCATIONAL COLLEGE.

Along Nyahururu - Maralal Road  
P.O Box 50-20321 Rumuruti, Kenya  
Cell:+25479281-61-77 Email: laikipianorthvc@gmail.com



Date: \_\_\_\_\_

TO \_\_\_\_\_ (NAME)

Dear SIR/MADAM,

## RE: ADMISSION LETTER

I am pleased to inform you that your application was successful and you have been offered a vacancy to pursue \_\_\_\_\_ . The reporting date is \_\_\_\_\_ between 8.00am and 5.00pm and not later than \_\_\_\_\_

Those who report after the stated date will be considered late and their vacancy forfeited.

**NOTE: THIS OFFER IS SUBJECT TO PRESENTATION OF VALID, ORIGINAL ACADEMIC CERTIFICATES AND TESTIMONIALS.**

Please take note of the following information:

**FEES** – Fees must be paid in full through Bankers cheque or direct banking at **Any Equity Bank branch, College Account No: 0160277642166** and the Bank Slip presented to the College Finance office for receipting. **NO PERSONAL CHEQUES WILL BE ACCEPTED.** The College will Not accept payment in **CASH OR MONEY ORDER FOR WHATEVER REASONS.**

Demand the college official receipt immediately for every payment.

## HOW TO GET TO LAIKIPIA NORTH TECHNICAL AND VOCATIONAL COLLEGE

The college is located along the **Nyahururu-Maralal highway**, 86Km from **Nyahururu, at Posta Market** (also called **Mowuarak Market Centre**), in Laikipia County. When one gets to **Nyahururu**, ask for vehicles travelling to **Maralal**. The main operators are **Nuclear-Nissans** and **Maralal Safaris-minibuses**. Request to alight at Posta Market. The College is next to the highway approximately **150metres**.

Welcome.

Njane, J.M  
PRINCIPAL

## REQUIREMENTS FOR REGISTRATION

1. **FEES** – Fees must be paid in full through Bankers cheque or direct banking at Any **EQUITY** branch, College Account No: **0160277642166** Include student's Admission number/ID NUMBER and name.
2. **DOCUMENTS** – the following documents will be required for verification during admission
  - Original KCSE Result Slip or certificate and Photocopy
  - Original KCPE result slip or certificate and photocopy
  - Original School Leaving Certificate and Photocopy
  - Two passport size photographs recently taken
  - National ID and its Photocopy.
  - Birth certificate and Photocopy.
3. **DEPARTMENTAL REQUIREMENTS:** Every department has its specific requirements relevant to the course. These are provided separately by the concerned department.
4. **This Admission Letter.**

### NOTE CAREFULLY

#### 1.ACADEMIC PROGRAMS

In addition to having the minimum entry requirements for registration/admission into the respective courses, every student must attend all classes and attain the stipulated contact hours and pass the continuous assessment tests and internal examinations. Details are outlined in the ACADEMIC POLICY.

#### 2.HEALTH REQUIREMENTS

Ensure to complete the medical form attached. Every student should therefore present themselves to a qualified and registered medical practitioner for examination and completion of the form which should be submitted on the reporting day.

#### 3.CODE OF REGULATIONS.

As a condition for admission, every student will be required to undertake in writing their commitment to observe and abide by the college rules and regulations set out in this document (see attached copy). Further, every student will be expected to abide by the directives and guidelines that the college may issue from time to time.

#### 4. PROGRAM FINANCING.

The government funds students undertaking courses in public universities and TVET institutions under the newly introduced government funding Government funding model, the government will fund TVET trainees to a maximum of **Kshs. 67,189** per year through government scholarships, Loans and bursaries. The scholarship and loans will be allocated based on the need level of each individual trainees.

#### GOVERNMENT SCHOLARSHIP AND LOANS

Following your placement in this institution, you are eligible for government scholarship, loan and bursary to assist with your educational expenses, if you need government financial support you **MUST** make an application for consideration through the official website [www.hef.co.ke](http://www.hef.co.ke). In case the government scholarship, loan and bursary do not cover the entire cost of your programme, the deficit will be met by your parent/guardians.

The scholarship and loan allocation depends on the student's level of need as per the table below:

<b>Government scholarship and loan</b>					
<b>NEED LEVEL</b>					
<b>TYPE OF FUND</b>	<b>BAND 1</b>	<b>BAND 2</b>	<b>BAND 3</b>	<b>BAND 4</b>	<b>BAND 5</b>
SCHOLARSHIP	47,032.30	40,313.40	33,594.50	26,875.60	20,156.70
HELB LOAN	15,117.53	18,812.92	21,500.48	25,531.82	28,891.27
HOUSEHOLD	5,039.17	8,062.68	12,094.02	14,781.58	18,141.03
<b>TOTAL</b>	<b>67,189.00</b>	<b>67,189.00</b>	<b>67,189.00</b>	<b>67,189.00</b>	<b>67,189.00</b>

#### ADMINISTRATIVE FEES

<b>i.</b>	Registration	1000
<b>ii.</b>	KUCCPS placement charges	1500
<b>iii.</b>	TVETA quality assurance fees	500
<b>iv.</b>	Student ID	500
<b>v.</b>	Caution Money	1000
<b>vi.</b>	Insurance	200
<b>vii.</b>	Student union	900
<b>viii.</b>	Industrial attachment/mentorship programme	3500
<b>TOTAL</b>		<b>9100</b>

Trainees are expected to pay the **HOUSEHOLD FEES** in their respective **bands** and the **ADMINISTRATIVE FEES**

- All payments **MUST** be paid directly to the College Bank account: **EQUITY BANK, NYAHURURU BRANCH**, Account Number **0160277642166** or Banker's cheque in the name of **Laikipia North Technical and Vocational College**.



Njane, J.M  
PRINCIPAL

## COLLEGE RULES AND REGULATIONS

All students are expected to exhibit exemplary behavior and conduct. It is therefore expected that every student shall:

1. Respect and follow the administrative and academic procedures and structures laid down by the College.
2. Conduct themselves with the highest standards of personal discipline, morality and integrity.
3. Respect the rights of all the members of the College community at all times.
4. Refrain from drunkenness, drug and substance abuse, drug trafficking, stealing/theft, fighting, molesting or abusing another person, hooliganism, malicious damage to college or another person's property, forgery, possession of weapons, boycotting or disrupting of College programs such as lectures, examinations or any planned activities, intimidating or threatening other students or members of the college community, rape or attempted rape, sexual harassment, arson, taking part in crime or failing to report criminal activity or any other activity that undermines the common good, order and peaceful co-existence of any person or college community. If a student violates any of the rules and regulations, the college has the right to institute disciplinary measures to ensure that order, safety and discipline are upheld at all times.

**Remember:** *Your Freedom ends where the Rights of another begins.*

5. Attend all lectures and scheduled activities as per the timetable to be eligible for examination registration. Irregular attendance will result in student being discontinued from the course. Academic performance is of utmost importance and students who constantly perform below expectations will be closely monitored. If no improvement is registered they will be discontinued. Punctuality must be observed at all time.
6. Be courteous to staff, colleagues and visitors to promote good and harmonious relations.
7. Dressed in decent and respectable attire that reflects responsible and mature students.
8. Take care of college property at all times. Students will be surcharged for any loss or damage of College property.

**SECURITY:** The College will take ALL necessary measures to enhance security in the College. However, it is the responsibility of individual students to ensure safety and security of their personal belongings.

**DISCIPLINE:** All discipline cases will be dealt with in accordance with the college disciplinary procedures.

**STUDENT'S NAME** \_\_\_\_\_ **ADM. NO** \_\_\_\_\_

Will abide by the above rules and regulations and any other that may be issued from time to time.

**STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT'S/GUARDIAN'S NAME & SIGNATURE** \_\_\_\_\_

**PERSONAL DETAILS**

SURNAME \_\_\_\_\_ OTHER NAMES \_\_\_\_\_

ID NO: \_\_\_\_\_ PHONE NO \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

NATIONALITY: \_\_\_\_\_ RELIGION \_\_\_\_\_

VILLAGE: \_\_\_\_\_ CONSTITUENCY: \_\_\_\_\_

SUB-COUNTY: \_\_\_\_\_ COUNTY: \_\_\_\_\_

PARENTS/GUARDIAN'S/SPONSOR'S NAME: \_\_\_\_\_

PHONE NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ TOTAL ORPHAN \_\_\_\_\_ PARTIAL ORPHAN \_\_\_\_\_

**PARTICULARS OF NEXT OF KIN: (IN EVENT OF EMERGENCY)**

NAME: \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_ PHONE NO: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**LAST SCHOOL(S) ATTENDED AND ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

**CHILDREN IN OTHER COLLEGES** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DO YOU SUFFER FROM ANY CHRONIC AILMENT OR DISABILITY THAT REQUIRES ATTENTION?**

**YES/NO**

**IF YES BRING A LETTER FROM YOUR DOCTOR**

**I DECLARE THE ABOVE INFORMATION TO BE TRUE**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF ADMISSION: \_\_\_\_\_ ADM. NO: \_\_\_\_\_

COURSE: \_\_\_\_\_

**MEDICAL REPORT (TO BE COMPLETED BY A QUALIFIED HEALTH PRACTITIONER)**

The completed form should be handed in during Registration.

**PART A-PERSONAL DETAILS**

SURNAME: \_\_\_\_\_ OTHER NAMES: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ GENDER: \_\_\_\_\_ BLOOD GROUP: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ ADM NO: \_\_\_\_\_ TEL: \_\_\_\_\_

EYES: UNAIDED RIGHT \_\_\_\_\_ LEFT \_\_\_\_\_ AIDED RIGHT \_\_\_\_\_ LEFT \_\_\_\_\_

COLOUR BLIND \_\_\_\_\_ VISUAL \_\_\_\_\_

EARS SOUND PERCEPTION: RIGHT EAR \_\_\_\_\_ LEFT EAR \_\_\_\_\_

CONDITION OF: TEETH \_\_\_\_\_

NOSE: \_\_\_\_\_ THROAT: \_\_\_\_\_

CHEST: HEART \_\_\_\_\_

LUNGS: \_\_\_\_\_

TUBERCULOSIS: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ LIVER: \_\_\_\_\_

URINE: \_\_\_\_\_ STOOL: \_\_\_\_\_

ABDOMEN: \_\_\_\_\_ STD: \_\_\_\_\_

PT TEST: \_\_\_\_\_

PHYSICAL DEFORMITIES: \_\_\_\_\_

GENERAL COMMENTS: \_\_\_\_\_

NAME OF OFFICER: \_\_\_\_\_ DESIGNATION: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE & OFFICIAL STAMP: \_\_\_\_\_

PARENT'S/GUARDIAN'S NAME: \_\_\_\_\_

ADDRESS AND TELEPHONE NO: \_\_\_\_\_

NEXT OF KIN: \_\_\_\_\_

ADDRESS AND TELEPHONE NO: \_\_\_\_\_

**GENERAL REQUIREMENTS FOR ALL STUDENTS**

<b>s.no</b>	<b>Item</b>	<b>Quantities</b>
1.	A4 exercise book(200pgs)	5
2.	Pens(black/blue)	4
3.	A spring file	1
4.	Scientific calculator FX-82MS	1